



PUBLIC TRANSPORTATION DIVISION TRANSIT TRAINING SCHOLARSHIP PROGRAM AMENDED: SEPTEMBER 1, 2005

PURPOSE

The Public Transportation Division (PTN) Transit Training Scholarship Program is designed to give transit agencies the opportunity to send employees to transit related training and obtain reimbursement for training and travel related expenses.

SCOPE

The scholarship program is designed for employees of 5307 Small Urban Transit Agencies, 5311 Rural Transit Agencies, and 5310 Elderly and Disabled Agencies. Transit agencies will be reimbursed by TxDOT for pre-approved eligible expenses related to transit training; not seminars or conferences. TxDOT will submit all reimbursement funds directly to the transit agencies.

GUIDELINES

Transit agencies must submit a scholarship application to PTN no less than 10 days before training and travel begins. PTN will reimburse transit agencies only for those expenses that have been pre-approved on the enclosed scholarship application.

1. Separate scholarship applications must be submitted for each individual employee attending the training. If employees are carpooling or sharing a room, submit the requested shared expenses on one application only and reference the shared expenses on the other applications.
2. Transit agencies sending more than one employee to training should car pool to reduce travel expenses. If car pooling is not used, the transit agencies must justify the individual travel mode in writing and acquire prior approval. Only one driver should itemize the mileage. Any driver changes may require corrections to the scholarship applications.
3. Scholarship applications may also be submitted for transit agencies requesting in-house training for a group of their own employees. Group training scholarships are limited to the tuition of the class; no travel or meal expenses are permitted.
4. Out of state training may be allowed under this program on a case-by-case determination. Out of state training requests will be considered only for transit training not available in Texas.
5. Travel and meal expenses will be paid for training that is considered out of town and includes overnight lodging.
6. Meals will not be paid unless overnight lodging is necessary.
7. Reimbursements will be based upon state guidelines for travel expenses or transit agency guidelines, whichever is less. Payments for actual travel expenses may not exceed the limits reimbursable under state law.
8. Reimbursement requests must be received by PTN within 30 calendar days of the last day of training or training related travel. Requests received after 30 days will be denied.
9. Legible copies of all receipts must be attached to the reimbursement request and sent to PTN by fax or postal service.
10. Payments will be made to the transit agency, not to individual employees.
11. All records related to the scholarship program, including receipts, must be kept on file at the transit agency for a period of three years after final reimbursement from PTN.

12. No pre-travel payments will be made. Reimbursement will be made after travel and training are completed. To be eligible for reimbursement, a cost must be incurred.
13. Students must attend all training and receive a certificate of training or other proof of attendance. Copies of the training certificate, the class attendance roster or other verification of attendance must be attached to the reimbursement request.
14. Transit agencies will be paid from TxDOT within 30 days of submitting the completed reimbursement request to PTN.
15. Applications and reimbursement requests cannot be approved by the individual attending the training; they must be approved by the individual's supervisor.
16. Reimbursement requests that do not meet the established criteria will not be approved and payment will not be made from TxDOT to the transit agency.

ELIGIBLE EXPENSES	
Tuition	All tuition charged to students. Examination and recertification fees for recognized transit industry certification are allowed.
Lodging	Hotel room fees up to \$85 per night plus state and local taxes.
Per diem / Meals	Reimbursement is for actual meals and incidental expenses not to exceed \$36 per day. Receipts not required but must be kept on file at the transit agency.
Travel	<ul style="list-style-type: none"> • If traveling by air, reimbursement of air fare at advanced purchase rates. • If traveling by personal car, mileage reimbursement at \$0.405 per mile from place of employment. All mileage rates are based on the Texas State Comptroller official mileage rate charts which can be viewed at www.cpa.state.tx.us/comptrol/texastra.html. • If traveling by transit agency vehicle, no gas or mileage reimbursement is allowed under this program.
Taxi / Shuttle	If traveling by air, reimbursement for taxi or shuttle from the airport to the hotel and return.
Car rental	Determined on a case-by-case basis; prior approval from PTN is required.
Parking	Reimbursement of parking fees at hotel or airport.
Note: All reimbursement requests are limited to the rates set by the State Comptroller's office or the transit agency's guidelines, whichever is less. Copies of receipts are required with the exception of meal receipts.	

NON ELIGIBLE EXPENSES	
Full fare / non-advance purchase air fare	Alcohol
Hotel in-room movies	Entertainment expenses
Any excessive or questionable expenses	Tips or gratuity
Extra days of travel or lodging not directly related to the training	Phone calls
Mileage expenses are not paid to passengers of cars or to drivers of official company cars	Travel and per diem / meals for group classes

SEQUENCE OF EVENTS		
#	Event	Responsible Party
1.	Requests training by completing a scholarship application.	Transit agency
2.	Manager or senior official approves and signs application. Faxes application to Scholarship Coordinator no later than 10 days before training and travel begins.	Transit agency
3.	RTAP Program Manager and Scholarship Coordinator review scholarship application and recommend approval or disapproval. Forwards scholarship application to appropriate management level for approval or disapproval.	PTN
4.	Management approves or disapproves scholarship application	PTN
5.	Scholarship Coordinator emails notification of approval or disapproval to transit agency with copy to TxDOT district PTC.	PTN
6.	Attends all training as scheduled and retains all receipts and proof of attendance.	Individual employee
7.	Completes reimbursement forms for all employees who attended training. Ensures copies of all receipts and training certificates are attached and forwards to PTN Scholarship Coordinator by mail or fax within 30 days of last day of travel or training.	Transit agency
8.	Scholarship Coordinator and RTAP Program Manager review reimbursement request. Sends e-mail to transit agency to clarify any discrepancies. Once approved, forwards to Financial Program Manager and emails approval to transit agency with copy to TxDOT district PTC.	PTN
9.	Financial Program Manager sends payment request to TxDOT finance within 10 days after receipt.	PTN
10.	Processes payment to transit agency.	TxDOT Finance
11.	Receives reimbursement within 30 days of submitting a completed reimbursement request.	Transit agency
12.	Reimburses employee for expenses.	Transit agency

PTN CONTACTS			
Jacque Potts	RTAP Program Manager	512-416-2886	jpotts@dot.state.tx.us
Carol Garcia	Scholarship Coordinator	512-416-2858	cgarcia2@dot.state.tx.us
Ed Gensweider	Financial Program Manager	512-416-2832	egenswe@dot.state.tx.us
PTN Fax Line		512-416-2830	



PUBLIC TRANSPORTATION DIVISION TRANSIT TRAINING SCHOLARSHIP APPLICATION

Employee / Transit Agency Information		Date:	
Transit Employee Name (For groups, attach a list of employees scheduled for training)		Employee Title or Position	
Transit Agency		Agency Address and City	
Agency Training Contact		Email Address	
Phone Number		Type of Transit Agency 5311 <input type="checkbox"/> 5310 <input type="checkbox"/> 5307 <input type="checkbox"/>	
Course Information			
Name of Course or Training			
Training Date(s)		Training Location	
Estimated Costs			
A	B	C	D
Eligible Expense	Number of Days or Miles (No Fractions)	Maximum Eligible Expense (per Day, Night or Mile)	Total Column B X Column C
Tuition			
Lodging: Room Rate			
Lodging: Taxes			
Meals / Incidental Expenses			
Mileage (Roundtrip)			
Air Fare			
Taxi/Shuttle			
Car Rental			
Parking/Tolls			
TOTAL			

Documentation of Approval by Signature	Date
Transit Agency Manager Approval	
PTN RTAP Program Manager Approval	
PTN Division Approval under \$1000	
PTN Division Approval over \$1000	

Mail or fax to Ms. Carol Garcia TxDOT Public Transportation Division 125 E. 11th Street Austin, TX 78701-2483 Fax 512-416-2830	PTN Tracking Number:
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PUBLIC TRANSPORTATION DIVISION TRANSIT TRAINING SCHOLARSHIP REIMBURSEMENT REQUEST

Employee / Transit Agency Information		Date:	
Transit Employee Name (For groups, attach a list of employees who attended training)	Employee Title or Position		
Transit Agency	Agency Address and City		
Agency Training Contact & Phone Number	Email Address		
Vendor or Payee Identification Number (14 digits)	Type of Transit Agency 5311 <input type="checkbox"/> 5310 <input type="checkbox"/> 5307 <input type="checkbox"/>		
Course Information			
Name of Course or Training			
Training Date(s)	Training Location		
Travel Expenses			
A	B	C	D
Eligible Expense (Receipts Required Except Meals)	Total Expense Pre-Approved on Application	Actual Expense Incurred	Approved for Reimbursement (PTN use only)
Tuition			
Lodging: Room Rate			
Lodging: Taxes			
Meals / Incidental Expenses			
Mileage (Roundtrip)			
Air Fare			
Taxi/Shuttle			
Car Rental			
Parking/Tolls			
TOTAL			

Documentation of Approval by Signature	Date
Transit Agency Manager Approval	
PTN RTAP Program Manager Approval	
I certify that verification/audit has been conducted, the services rendered or goods received, and the invoice correctly corresponds with the authority under which procurement was made. The invoice is true and unpaid. PTN Division Approval:	

Mail or fax to Ms. Carol Garcia TxDOT Public Transportation Division 125 E. 11th Street Austin, TX 78701-2483 Fax 512-416-2830	PTN Tracking Number: <hr/> PTN Charge Number:
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